



Raising KidZ

LEARNING CENTER

Nurturing Young Minds, One Step at a Time!

PARENT HANDBOOK

6031 TAMAR DRIVE

COLUMBIA, MD 21045

240-512-0012

WELCOME

Dear parents,

Raising KidZ Learning Center was born from the heart of a devoted husband and father who understood firsthand the joys and challenges of raising children. As a father of six, Earl Freeman experienced the magic of childhood—watching his kids take their first steps, ask endless questions, and discover the world with wide-eyed wonder. But he also knew the struggle of finding a daycare that truly felt like a second home—a place where children weren't just supervised but genuinely nurtured, encouraged, and inspired.

Fueled by his love for children and a deep desire to create something meaningful, he set out to build a daycare that felt like an extension of family. A place where every child feels safe, cherished, and free to explore their unique potential. He envisioned an environment filled with laughter, creativity, and discovery—a space where learning happens naturally through play, interaction, and hands-on experiences.

At Raising KidZ Learning Center, we embrace the values of love, patience, and community. Just like a parent guiding their children, we believe in shaping young minds with care, respect, and encouragement. Every child who walks through our doors is not just a student—they become part of our extended family.

Our mission is simple: **To provide a loving, enriching, and safe environment where children can grow, learn, and thrive—just like they would in a home filled with warmth and support.**

Because at Raising KidZ Learning Center, we're not just teaching children—we're raising the future.

Earl C. Freeman – Owner

GENERAL INFORMATION

Registration Packet

A packet of information is provided to you at the time of registration. Enclosed in the packet are medical forms as well as forms for the center. These forms must be completed prior to your child's first day.

Included paperwork:

- Immunization record
- Proof of physical
- Emergency cards
- Tuition agreement contract
- Parent's Guide
- Welcome letter
- Know Your Rights
- Camera agreement
- Activity Fee

Registration Fees

A one-time, non-refundable registration fee of \$150.00 per child is required at time of enrollment. Once the registration fee has been paid, your child's spot will be held for a maximum of 2 weeks after which, can no longer be held.

Activity Fee

In an effort to further enrich your child's learning and growth, a non-refundable fee will be collected in September and February, to provide your child with events, and classroom activities.

Summer Activity Fee

We plan a summer filled with activities both at the center and away from the center. A fee is collected in March to cover the costs and is based on what is planned.

There will be a summer packet going out with all activities in mid-May.

Pool Trips

In the summer, we take students to the pool three times a week. If you do not wish for your child to participate on pool days, please let us know.

Personal Items from Home

- A set of seasonally appropriate clothes should be provided for child
- A sheet, blanket, and bag to keep items in. Items should be taken home at the end of the week for cleaning
- Diapers and wipes for children that are not potty trained
- Please make sure to label all of your child's belongings

To promote healthy development, we request that children are not sent to the center with sippy cups or cups with straws. We also request that toys be left at home with the exception of show and tell on Fridays. The center is not responsible for lost or damaged toys. Toy weapons (swords, knives, guns) of any kind are not permitted.

Clothing

Children play hard and need to be comfortable. Our daily activities can include arts and crafts, as well as playing outside. It is highly recommended to wear clothing that is appropriate for active days. Cold weather may not always keep us indoors, so please be sure children have the necessary hats, mittens, scarves, etc. Sneakers are encouraged. If sandals are worn, they should be secured around the ankle or a change of sneakers should be provided for your child. Flip flops and opened toe shoes are not allowed in order to prevent cuts and bruises. Please make sure all clothing is labeled with your child's name.

Late Pickup Policy

While we enjoy having your children with us during the day, when the center closes, your child's caregivers would also like to leave. It is the parent's responsibility to contact the center and inform the office if the parent is running late. In the event of a late pickup after 6pm, a late pickup fee will be charged. Your child will not be allowed to return to Raising KidZ Learning Center until all late pickup fees are paid in full by the following tuition payment.

Late Pickup Fees

6:01 - 6:15 pm = \$1 per minute up to \$15

6:16 - 6:30 pm = \$20

6:31 - 6:45 pm = \$40

6:46 - 7:00 pm = \$60

Center Closings

Raising KidZ Learning Center will be closed the following holidays:

New Year's Day

Easter Monday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day & the following Friday

Entire Week of Christmas

Please see the Raising KidZ Learning Center closings calendar for more information

Emergency

Raising KidZ Learning Center has the right to determine when it is necessary to close the center. This determination is based on the best interest of the staff, children, and parents. Raising KidZ Learning Center does not follow the Howard

County Public School system for closings. It is still the parent's responsibility to pay full tuition.

If bad weather should happen after the center is open and the choice to close early is made, parents will be notified by phone no less than 3 hours from when the center is expected to close. Parents picking up children after the center is closed will be charged a pickup fee.

You will be notified for closings and delays via email, text, and sandbox.

Correcting Behaviors

Children will not be subject to spanking, hitting, kicking, restraint, or to verbal, physical, or emotional punishment. Children will be re-directed and given praise as well as reinforcement and appreciation for positive behaviors.

Discipline consists of "redirection" and gentle but firm "limit setting" and if necessary, time out for reflection. If appropriate, we will talk about why the action and what would be appropriate behavior. We want to reassure the children that we are always available to listen and help, not to judge. Our goal is to coach the children so they can negotiate, compromise, brainstorm, and work through things together.

Consistent behavioral problems will be discussed with the parent/guardian, including behaviors such as biting, kicking, scratching. If behavioral issues cannot be corrected after the help from the parent, it can lead to excusing the child from the center.

Biting

Sometimes in a daycare setting, children can develop a behavior of biting. We take this very seriously at Raising KidZ Learning Center and have a method of addressing this behavior. If a child happens to be bitten, we clean the area with soap and water and apply ice. An incident report is written up for both children, and both of the children's parents are notified. Finally, a written log is kept of the biting child.

Dismissal Policy

If in the event a child is not a good fit for Raising KidZ Learning Center, the parent will be given up to a two-week time frame to make other arrangements for their child's care.

Child Custody/Court Procedures

Student Record Confidentiality

Only your child's teacher, the Director, and authorized employees of Maryland's State Licensing Agency are able to view your child's records.

Custodial and Non-custodial Parents

Non-custodial parents will be kept informed of all activities, concerns, and information about the center unless a specified custody agreement signed by a judge is on file at the center.

Testifying in Court

If an employee of Raising KidZ Learning Center is needed to appear in court for a child custody hearing, we will charge a fee of \$150.00 for every 4 hours. This fee is charged per staff member and must be paid in full no later than 10 days before each court date.

Parties/Celebrations

Due to food allergies, children may only bring in store bought snacks for birthdays or other special occasions. Make sure to speak with your child's teacher or the director to plan and check on classroom allergies.

Sick Child/Wellness Policy

Raising KidZ Learning Center is a "well child care facility". This means that if your child is not feeling well or is contagious, you must make other arrangements for their care until they are feeling well and are no longer contagious.

For health and safety of the other children, we prohibit the admittance of any child into the center if they exhibit any of the following symptoms:

Communicable Diseases

Strep throat, pink eye, chicken pox, etc.

A doctor's note will allow the child to return to the center when he/she is well enough to. If need be, the County Health Department, as well as other families will be notified of communicable disease.

Lice

If any eggs or lice are found on a child, they must be picked up immediately. Once a child is ready to return to the center, they will need to be checked by a staff member before entering the classroom. This can cause drop off to take a little longer so please allow extra time.

Rashes

If a suspicious rash or irritation appears on a child, the parent will be notified immediately. It can then be decided the best course of action and if medical treatment will be needed before a child can return.

Runny Nose

Runny noses and sniffles are common, and will be handled on a case-by-case basis. We will contact the parent if symptoms continue or if any additional symptoms appear such as a fever or vomiting. Depending on the severity or the symptoms, we may ask that your child be picked up.

Conjunctivitis

If a child is showing symptoms of conjunctivitis, the parent will be asked to pick them up. We realize that during allergy season, symptoms can be confused for conjunctivitis; the center is responsible for treating illnesses with caution. Conjunctivitis must be treated by a physician prior to a child returning to the center.

Fever

If a child has a temperature of 100°F, the parents will be notified. In the event a fever reaches 101°F or higher, the parents will need to pick up their child within the hour and other arrangements will need to be made for them. It is our policy that a child must be without a fever for at least 24 hours. If a child has a persistent fever, they will require a note from a doctor stating they are no longer contagious.

Diarrhea

After two episodes of diarrhea, a parent will be contacted to pick their child up. Sometimes, if there are other symptoms with diarrhea, a parent may be contacted prior to a second occurrence.

Medications

In order for prescription or over the counter medication to be administered to a child, all medication must be in original container and we need written authorization from the parent that must include:

- Parent's/guardian's signature and date
- All medication be properly labeled with child's name, dosage, and expiration date
- Time to administer medication or condition for which the medication is to be given
- First dosage must be given at home

Injuries

In the event that an injury occurs while at Raising KidZ Learning Center, it is our policy to notify parents immediately, depending on the injury. If a serious injury should occur, the child will be brought to the nearest hospital.

Before/After Care

Before and After Care will be available for students attending Jeffers Hill Elementary School. Before care will begin at 6:30 AM and will end at 8:30 AM. After care will begin at 3:30 PM and will end at 5:50 PM. Thank you for your understanding.

Behavior

We expect that our children are on their best behavior which means being respectful to other children, and our staff, not using profanity or misusing classroom objects. We do not tolerate fighting (with other students or staff), the use of profanity or obscenities. If three incidents occur, your child may be dismissed from the center.

- A first-time offense results in parent(s) being notified and a written report
- A second offense is a written notice and the child may have to be picked up for the rest of the day or the following day if the incident takes place at the end of the day.
- A third offense will result in a mandatory parent/director conference

Toilet Training

When your child shows a readiness for toilet training, it will be done in a relaxed environment and with cooperation with you.

We will only begin helping potty train a child after you have successfully initiated training at home for a week.

Once your child begins potty training at home and in the center, you will need to provide a change of clothes in case of accidents as well as pull up diapers, pants with no overalls, zippers, buttons or snaps. This will encourage and build their self-help skills for successful potty training.

It is the parent's responsibility to provide clean clothing for their child and to launder any soiled clothing at home.

Tuition Payments

Make sure when paying with a check that the date and your child's name are on that check and be sure to specify if your payment includes any additional fee.

Checks must be able to be processed. Postdated checks will be considered late and subject to a \$20 late fee. All returned checks are subject to a \$35 return fee and will be considered late.

In the event an account should become delinquent a family may receive a notice with a balance in order for their child to stay. Reasons for a delinquent account can occur due to:

- Missed tuition payments
- Late pickup fees
- Returned check fees
- Activities/summer activity fees

Termination of Contract

Your contract with Raising KidZ Learning Center may be canceled if one or more of the following occur:

- The account becomes delinquent
- Failure to comply with policies and procedures outlined by Happy Sprouts Learning Center and is serious enough to warrant termination
- Raising KidZ Learning Center determines it is not in the best interest of the Center or the children enrolled to have your child(ren) in attendance

A written notice two weeks in advance is required if you wish to cancel your child's enrollment. If a parent does not wish to give prior notice of cancellations, then two weeks rates must be paid in full. Enrollment may be canceled if payment is not received within five days of payment due date.

We reserve the right to cancel a child's enrollment immediately if the parent or child's behavior threatens the physical or emotional well-being of other children or staff.

Information contained within this handbook is subject to change at the professional discretion of Raising KidZ Learning Center as we deem necessary. Parents will be notified in writing and required to sign an acknowledgement of any amendments of policies and procedures